



Job Opportunity

State Controller's Office

Position: Key Data Operator (Two Positions) Permanent Full-Time - Will Consider Permanent Intermittent Shift: 10:00 A.M. to 6:00 P.M.	Statewide
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Location: Administration and Disbursements Division 3301 C Street, Sacramento, CA 95816

Issue Date: January 13, 2006	Final Filing Date: Until Filled
Contact/Telephone: Melodee Franklin, (916) 324-4417	Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.
California Relay Service: 1-800-735-2929	Position Number(s): 051-140-1419-XXX
<i>Please call (916)323-3055 to request reasonable accommodations</i>	

Scope of the Position:

With direct supervision provided by a Key Data Supervisor II or I, key-enter and key-verify information from handwritten or typed source documents into an electronic system. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Key-enter from documents for Audits: Enter/verify various types of documents and grid forms that are required for generating payments for the Claims and all related documents to generate payments to vendors who have performed services or sold merchandise to the state. Enter/verify forgeries for detecting warrants that may be forged;
- Key-enter from documents for Accounting: Enter/verify documents and grid forms prepared daily to maintain Fiscal Control over the expenditure and receipt of public funds. Enter/verify annual reports and related documents to report financial Local government information;
- Key-enter from documents for Disbursements: Enter/verify documents and grid forms for warrant process and balancing;
- Key-enter from documents for Collections: Enter/verify documents and grid forms generated from Tax Administration, Unclaimed Property and Senior Citizens. Tax Administration is setting up accounting systems (debt and receipts) for Inheritance and Gift tax. Unclaimed Property processes grid forms, computer listings and documents generated from banks, life insurance companies, and savings and loans with its rightful owners. Senior Citizens submits property tax postponement documents;
- Key-enter from documents for Payroll: Enter/verify all payroll-related documents and grid forms for state employees pay. This workload includes employee-requested deductions;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Key-enter/verify new jobs requested of the Key Entry Section, including but not limited to, contract work with external entities;
- Work in General Disbursements when the workload of the division deems necessary in order to meet the deadlines. Duties include: match warrants to remittance advice statements; hand stuff warrants and remittance advice statements as required. Segregate warrants requiring special handling for proper disposition; prepare claim schedules for the mailing process (referred to as labeling); and sequencing and/or filing by numerical or alphabetical order.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division

P. O. Box 942850

Sacramento, CA 94250-5871

Attn: Melodee Franklin